

CLASS TITLE: CHIEF, DIVISION OF FAMILY HEALTH

Class Code: 02944500

Pay Grade: 37A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the administration of a statewide public health program encompassing the spectrum of family health which directly relates to Maternal and Child Health, Crippled Children, Supplemental Security Income, Family Planning, Sudden Infant Death Syndrome and Rural Health; to coordinate and integrate such programs into a comprehensive health delivery system with linkage to public and private service systems; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with considerable latitude for the exercise of independent judgement in the discharge of duties and responsibilities; work is reviewed for the application of accepted professional principles, methods and techniques and for conformance to laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, reviews and evaluates the work a professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the administration of Federal-State Community Public Health Program relating to maternal and child health services for the purpose of: providing professional services and health education, preventing morbidity and mortality in mothers and newborns, reducing premature births and congenital abnormalities, and providing professional service and health education in population planning and in other problem encountered in the program's objective for the care and prevention of pediatric and obstetric complications; also, to provide other services such as: a center for the diagnosis and treatment of emotionally, mentally and physically handicapped children, including those with phenylketonuria, and rheumatic fever clinics for the diagnosis and treatment of children with rheumatic fever, rheumatic heart disease or congenital heart disease.

To be responsible for the administration of a statewide public health program relating to the care and treatment of crippled children involving: the offering of surgical and other treatment of crippled children affected with paralysis, tuberculosis of the spine or joints, harelip and/or cleft palate, cystic fibrosis or other congenital or pathological conditions, the conduct of clinics for making diagnosis and recommending treatment; the providing of departmental nursing and physical therapy personnel for the treatment of crippled children, or to assist in securing such personnel in the community; to provide professional service and health education in other cases relating to the care and treatment of crippled children.

To coordinate and integrate such programs into a comprehensive health delivery system with linkage to public and private service systems.

To review, periodically, the various activities of the program and to evaluate their effectiveness in the decrease, control and prevention of diseases or health hazards and to take necessary action.

To be responsible for the supervision, review and evaluation of the work of a staff of professional, technical and clerical personnel engaged in providing effective service and health education in the divisional program.

To be responsible for the implementation and administration of federally required programs and projects such as the Title V mandated program in Maternal and Child Health.

To recommend amendments or revisions of existing laws and regulations and to recommend new legislation and regulations relating to the divisional activities, when needed, in order for the programs to meet scientific and technical advances in the diagnosis and treatment of diseases and health hazards.

To participate in the department's information service with special responsibility for providing information and professional advice relating to the divisional programs.

To coordinate the divisional activities with those of the Department of Health in order to improve the health of the citizens of the State.

To provide staff assistance to the technical and community advisory councils required by Federal or State regulations in the Division of Family Health.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the health care delivery system that provides comprehensive primary care and the linkage system which integrates the services of clinics, primary care providers, secondary and tertiary facilities; a thorough knowledge of the various public and private mechanisms which finance the services of the health care delivery system; the ability to plan, organize, coordinate and direct such a program and to evaluate its effectiveness; the ability to coordinate the professional, technical and administrative personnel engaged in the delivery system; and ability to apply management principles, practices and techniques in the administration of the programs; the ability to maintain effective working relationships with superiors, associates, the community, and public and private agencies; the ability to address professional and other groups on the objectives and activities of the division's programs; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree in Public Health, Public Administration, Hospital Administration, or any other comparable field of specialization; and

Experience: Such as may have been gained through: employment in a responsible position engaged in developing and/or administering a public health or medical care program or service; or, employment in a responsible position engaged in coordinating the activities of medical or public health groups engaged in providing similar services or functions for the benefit of the public.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 2, 1979

Editorial Review: 3/15/03